The Associated Press

Tandy Portable Computer
POCKET GUIDE
Second Edition

REPORTING THE WORLD

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The Associated Press
Tandy Portable Computer Pocket Guide

SECOND EDITION

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INTRODUCTION

The Associated Press uses three different models of Tandy portable computer terminals: the M-100, M-102 and M-200. All of them are small but powerful word processors which are used by staffers around the world to write, edit and transmit news copy. These so-called "laptop" computers are as sophisticated as any of the terminals in operation at AP bureaus and also as simple to use.

The main difference between the Tandy portables is screen size and memory; the M-200 being larger than the M-100 and M-102 on both counts. To eliminate confusion, the three machines dealt with in this manual will be referred to as "the Tandy" except where it is necessary to distinguish among them. Since the M-100 and M-102 are identical from a user's standpoint, all references to the M-100 will apply to the M-102.

Because these four-pound computers can run on batteries, it is possible to write a story in almost any situation and then send it from a phone booth. Also, because they can interact with AP bureau computers, stories can be retrieved.

The Tandy portables can store copy for indefinite periods of time even with the power turned off. The M-100 and M-102 have a storage capacity of more than 4,500 words while the M-200 can handle nearly 10,000 words in three separate memory banks. In addition, some units are equipped with disk drives which allow virtually unlimited storage.

In our business it is sometimes necessary to work "on the fly" on new and unfamiliar equipment, without benefit of thorough training. If you find yourself in such a situation, having just been handed one of these computers, read the next section. Then, when you can spend at least 30 minutes going over this guide, please do so. You will save yourself much grief.

SHORT COURSE ON EDITING AND FILING

The following step-by-step guide to writing, editing and sending files on the Tandy is to be used ONLY if the constraints of your assignment do not permit any "hands-on" training and a thorough reading of the operating instructions. At the first opportunity, please read the entire guide.

CREATING A FILE

Step 1—If you are near a standard wall socket, use the AC adapter. To connect the adapter, insert the L-shaped connector into the slot marked "DC6V" on the right side of the terminal and plug the adapter into any standard wall socket.

If the Tandy is used without the adapter, the batteries are good for about 20 hours of use.

Step 2—To turn on the M-100, move the power switch on the right side of the terminal to the ON position.

To turn on the M-200, flip up the screen cover and press the power button located at the top left of the keyboard.

Use the dial marked "DISP" on the right side to control brightness on the liquid crystal display (LCD) screen.

The computer will turn itself off automatically after 10 minutes of inactivity.

To turn the M-100 back on, move the ON/OFF switch to OFF, then back to ON.

To turn the M-200 back on, press the power button.

Step 3—Once the unit has been turned on, a MENU or directory of items stored in memory will appear on the screen.

Press the SPACE BAR until the large cursor is positioned over the TEXT program. Now press the ENTER key which is located on the far right of the keyboard. At this point the following prompt will appear at the top of the screen:

File to edit?

Respond by typing any alphanumeric combination to create a file name of up to six characters, but NEVER begin a file name with a numeral as in this example: **1abc**.

When you have written in the new file name, this is what it should look like:

File to edit? v1234 (where v1234 is the name of the new file.)

Step 4—Press the ENTER key after typing in the name of the story and a blank file will be created.

Type the name of the file at the top of the screen and press ENTER to make a new line. Then, create a header with the proper priority, category, and format codes. Leave a space between the priority and category codes. Press ENTER for a new line, give the story a slug line preceded by an upper rail (to generate an upper-rail, press the shift key located on the left side of the keyboard simultaneously with the numeral 6 key), press ENTER for a new line followed by TAB and start writing the story.

This is how it should look:

name
r nbx
^BC-Slug
NEW YORK (AP) — This is a new file.

NEW YORK ONLY: When sending into the ATEX computer, two additional characters are needed at the end of the first and third lines. Following the name of the file on the first line, press the GRPH key (located to the left of the SPACE BAR) simultaneously with the slash key. That will generate an equals sign with a slash through it. At the end of the third line, press the GRPH key simultaneously with the equals key which will generate a "plus or minus" character.

To begin a new paragraph, press the TAB key located on the left side of the keyboard.

To generate an open quote, press the GRAPH key which is located to the left of the SPACE BAR and the brackets key simultaneously two times. The brackets key is located to the left of the ENTER key.

To generate a close quote, press the apostrophe key twice.

To store the file, press the F8 key once. The F8 key is one of eight rectangular function keys located immediately below the screen. A return to MENU will show the newly created file listed as it was named, but appended by ".do" which indicates that it is a text file or "document." To re-enter the file, position the MENU cursor over the file and hit ENTER.

EDITING A FILE

Step 1—The DEL/BKSP, or back erase, key located above the ENTER key will delete one character at a time to the left of the cursor. When the key is held down, it will back erase continuously.

When used simultaneously with the SHIFT key, it will delete the character on which the cursor rests and one character at a time to the right of the cursor. If the two keys are held down, characters to the right of the cursor will be deleted continuously.

Step 2—To search for a particular word or phrase in a story, press F1 while the file is displayed on the screen. The word "String:" followed by a colon will be displayed on the lower left of the screen.

The word or string of text being searched for is typed in immediately following the colon. Example:

String:Reagan

When ENTER is pressed the cursor will quickly locate the first occurrence of the word or string of words being searched.

By pressing F1 and ENTER again, the cursor will locate the next occurrence of the word or string of words.

If the Tandy is unable to find the particular word or string, it will respond with "No match."

Always start the search with the cursor above the text area being searched.

Step 3—To define an area of text so that it can be copied, moved or deleted, position the cursor at the beginning of the word or section to be defined, press F7 and release. Then, move the cursor through the area to be defined. The area the cursor has moved through will darken or change into reverse-video type face.

After the area has been defined, you can use the F5 key to copy text or the F6 key to cut text (see Steps 4 and 5 below).

Step 4—After a block of text has been defined using F7, press the F5 Copy key to save the defined text into PASTE which is a temporary holding area in the computer's memory. The text can then be recalled for insertion at another point in the file or into a separate file.

Press the PASTE key to unload what has been defined. On the M-100, the PASTE key is located directly above the numeral 7 key. On the M-200, it is above and slightly to the left of the numeral 1 key.

Step 5—After an area of text has been defined using F7, press the F6 Cut key to delete the defined area from the file.

If necessary, the deleted material can be restored to the screen by pressing the PASTE key.

To erase all text from the point of the cursor to the end of text, press F7 and release. Then, press the control key and the down-cursor key simultaneously. When the area to be erased has changed into the reverse-video type face, press F6 to cut.

To erase all text from the point of the cursor to the beginning of text, press F7 and release. Then, press the control key and the up-cursor key simultaneously. When the area to be erased has changed into the reverse-video type face, press F6 to cut.

SENDING A FILE

Step 1—On the back panel of the Tandy there is a round socket labeled "PHONE" into which a cord can be plugged to allow the portable to connect with another computer by telephone. There are two types of phone attachments that can be used.

One type is the "modem cable" and can only be used with a modular phone jack. After setting the "DIR/ACP" switch on the left side panel of the computer to "DIR," insert the round plug into the socket labeled "PHONE." Then, connect the beige wire to a phone jack and the silver wire to the back of a phone.

The other type of phone attachment is the acoustic coupler. If this attachment is used, set the "DIR/ACP" switch on the side panel of the computer to "ACP." Then, insert the round plug into the socket labeled "PHONE" and slip the acoustic coupler marked "MOUTH-PIECE" over the mouthpiece of the telephone receiver. After you have called the bureau computer to which you are sending and it has answered with the continuous, high-pitched "modem" sound, slip the acoustic coupler marked "EARPIECE" over the earpiece of the telephone receiver. When the acoustic coupler is used, the auto-dialing feature is not available. You must dial the bureau computer manually.

Step 2—If you are using an M-100 that has the AP communications program on a ROM chip, type the special code name you were given by your bureau chief, followed by .AP and press ENTER. The name you type will appear to the right of the "Select:" prompt at the bottom of the MENU screen.

If you are using an M-100 that does not have the AP ROM chip, position the big black cursor over AP.BA which appears on the MENU and press ENTER.

If you are using an M-200 that has the AP ROM chip, position the big black cursor over AP.BA which appears on the MENU and press ENTER. When a question mark appears, type the special code name you were given by your bureau chief and press ENTER.

Regardless of the method used to enter the AP.BA program, a title page will appear on the screen with the following information:

Memory Remaining
xxxxx words (where the x's indicate the available storage space)
The Associated Press
Portable terminal
Select a FUNCTION key to continue

Press the F7 key which is one of the small rectangular keys located at the top of the keyboard. The following prompt will display on the screen:

If there's a problem connecting,
<SHIFT>—<BREAK> then <MENU> to resume.
<m>anual or <a>uto dialing?

If the program locks up and will not respond to commands or if for some reason you decide not to send your story, press the SHIFT and BREAK keys simultaneously.

When the modem cable is used you may choose lower case "m" or "a". When the acoustic coupler is used, type "m".

Step 3—If the acoustic coupler is used, type "m" and the Tandy will respond with:

<ENTER> when ready to connect.

Before manually dialing the number, slip the acoustic coupler marked "MOUTHPIECE" over the mouthpiece of the telephone receiver. After the bureau computer has answered with the continuous, high-pitched "modem" sound, slip the acoustic coupler marked "EARPIECE" over the earpiece of the telephone receiver and press the ENTER key to continue with the operation. Do the aforementioned in a lively fashion so as not to lose the modem signal.

Once you have heard the modem sound and you have pressed the ENTER key to continue with operation, you will hear three high-pitched "beep" sounds and after the Tandy has made contact with the bureau computer, it will display:

MOUSE LINK

At this point, the portable has established a link with the bureau system and is acting like any other terminal connected to the computer. You can now send files to or receive files from the host computer.

If you are using the direct connect modem cable and opt to type "a" for auto-dialing, the Tandy will respond with:

1-local, 2-LD, 3-LD w/AreaCode:

After pressing one of the above numbers the Tandy will automatically dial your bureau computer and establish a link.

Press the numeral 1 key if it is a local phone call.

Press the numeral 2 key if it is a long distance call, but within the same area code.

Press the numeral 3 key if it is a long distance call.

Step 4—To close or send a file into a bureau computer after a connection has been made using the AP.BA program, type the name of the file on the screen and press F2. The Tandy will display the file on the screen and start scrolling through it. When the file has been closed or stored in the bureau system, the following message will appear at the bottom of the Tandy screen:

File stored as: ? (Where the question mark is the name the bureau computer has given to the file).

Step 5—Once a connection has been made with a bureau computer using the AP.BA program, use F1 to EXECUTE any commands to the host computer such as getting directories or opening files. Examples:

d:a????;reagan (on a Mouse) or
d a????(reagan) (on a SuperMouse).

o:a0123 (on a Mouse) or
o a1234 (on a SuperMouse).

After the open command has been executed, the Tandy responds with:

STORING: a0123 (where a0123 is the name of the file being opened)

Once the story has been loaded into the Tandy, the screen will display:

DONE

The file that you have retrieved from the bureau computer will be listed on the MENU appended by .do, i.e., **a0123.do**; however, the file cannot be read until you disconnect from the bureau system.

NOTE: Before a file can be opened from a regular Mouse, it may be necessary to issue a "full" command so that the bureau computer will give the Tandy a complete version of the story being retrieved.

Sometimes if this command is not issued the Mouse computer will send the Tandy a truncated version of the story.

Once you determine that you have received a truncated version of the story you wish to read, type "full" (without the quote marks) beneath the text on the screen and press F1 to EXECUTE.

This step is not necessary when retrieving files from a SuperMouse or anyother type of bureau computer.

Step 6—Press the F8 key once to return to the title page of the AP.BA program from any of the functions or twice to exit to the MENU.

WARNING: NEVER turn off the portable when in the AP.BA program. ALWAYS return to the main MENU before turning off the computer.

COMPUTER POWER SOURCE

The Tandy is powered by four AA batteries and can also be used with an AC adapter. If a standard wall socket is available, the adapter should be used to save on battery wear. To connect the adapter, insert the L-shaped connector into the slot marked "DC6V" on the right side of the terminal and plug the adapter into the wall socket.

If the Tandy is used without the adapter, new batteries are good for about 20 hours of use, though the actual time varies greatly depending on the operation being performed. For instance, transmitting text files consumes battery power at 10 times the normal rate.

When the batteries get low, the red indicator light on the right side of the keyboard will turn on. If this happens, replace the batteries at once because there is only 15 minutes of power left.

Weak batteries can adversely affect certain functions such as writing and sending stories. If you have any doubt about the strength of the batteries, replace them. Also, ALWAYS carry a spare set.

WARNING:

The Tandy must have good batteries in place at all times, whether or not it is connected to a wall outlet. If the batteries are allowed to run out completely, all text files may be lost!

Do not be fooled into thinking that because the AC adapter is connected that the low battery indicator light can be ignored.

Replace the four AA batteries two at a time. NEVER take all four batteries out at the same time because this could erase the memory.

CONTROL SWITCHES AND SOCKETS

Under no circumstances should the "MEMORY POWER" switch on the underside of the terminal be turned off. This, too, will erase the memory.

To turn on the M-100, move the power switch on the right side of the terminal to the ON position.

To turn on the M-200, flip up the screen cover and press the power button located at the top left of the keyboard. After the power has been turned on, use the dial marked "DISP" on the right side of the terminal to control the brightness of the liquid crystal display (LCD) screen.

ALWAYS return to the MENU before turning off the computer, i.e., do not turn the power off with a text file open on the screen.

The computer will turn itself off automatically after 10 minutes of inactivity. To turn the M-100 back on, move the ON/OFF switch to OFF, then back to ON. To turn the M-200 back on, press the power button.

There are two switches on the left side of the M-100 and one switch on the left side of the M-200. Both computers have the switch marked "DIR/ACP" which should be positioned on "DIR" if the modem cable is used, or "ACP" if an acoustic coupler is used. The other switch on the M-100 is marked "ANS/ORIG" (for "answer" or "originate") which should always be positioned on "ORIG."

WARNING: The RESET button on the back of the machine should NEVER be pressed unless a specific instruction in this manual calls for it. The resulting power-surge can cause the memory to be erased. If the Tandy locks up, press the SHIFT key and the BREAK/PAUSE key simultaneously.

See BREAK/PAUSE, page 14.

On the back of the terminal there are two round sockets that can be used to connect with a tape recorder and telephone. In addition, the M-100 has two rectangular flat-cable "ports" and the M-200 has three "ports" where a printer and other peripheral devices can be attached.

The socket labeled "CASSETTE" is where a tape recorder-to-computer cable can be attached. This is seldom used by AP staffers.

The other round socket labeled "PHONE" is where a cord can be attached to allow the Tandy to connect to a bureau computer via telephone. The Tandy has two types of phone attachments.

One type is the "modem cable" and can only be used with a modular phone, i.e., the type of phone and wall jack from which the cord can be disconnected. After setting the "DIR/ACP" switch on the side panel of the computer to "DIR," insert the round plug into the socket labeled "PHONE." Then, connect the beige wire to a wall phone jack and the silver wire to the back of a phone.

See F7 MOUSE, page 25.

The other type of phone attachment is the acoustic coupler. If this attachment is used, set the "DIR/ACP" switch on the side panel of the computer to "ACP." Then, insert the round plug into the socket labeled "PHONE" and slip the acoustic coupler marked "MOUTHPIECE" over the mouthpiece of the telephone receiver. After you have called the bureau computer to which you are going to send and the computer has answered with the continuous, high-pitched "modem" sound, slip the acoustic coupler marked "EARPIECE" over the earpiece of the telephone receiver. When the acoustic coupler is used, the auto-dialing feature is not available. You must dial the "host" bureau computer manually.

See F7 MOUSE, page 25.

WARNING: When storing the old-style acoustic couplers in the carrying case pouch, always disconnect the male plug from the coupler marked "MOUTHPIECE". Failure do this can cause irreparable damage to the coupler.

This is not necessary with the new-style acoustic couplers since the wires going to both the "MOUTHPIECE" and the "EARPIECE" are permanently attached.

KEYBOARD

ENTER

This key, located on the right of the keyboard, has several uses.

At one point, ENTER is used to gain access to a program or open a file listed on the MENU.

See MENU, page 16.

At another point, ENTER is pressed to make a new line before pressing the TAB key to make a paragraph.

See TAB below.

It is also used as an execute key in certain modes.

See TEXT, page 17; TEXT MODE'S "F" KEYS, page 18; BASIC, page 21; AP.BA MODE'S "F" KEYS, page 23; ADDRSS and ADDRSS MODE'S "F" keys, page 27; SCHEDL and SCHEDL MODE'S "F" keys, page 28; and TELCOM, page 29;

SHIFT

When used in combination with any of the character keys, the SHIFT key will produce upper case characters.

SHIFT is located on the right of the keyboard under ENTER and on the left of the keyboard under the CTRL key.

There is no shift-lock key. Instead, there is a CAPS LOCK key.

See CAPS LOCK below.

TAB

When writing or editing text, press this key to make a paragraph indentation after having pressed ENTER to create a new line.

See TEXT, page 17.

The TAB key is located on the left of the keyboard below ESC.

CAPS LOCK

When this key is pressed and locked down, all character keys subsequently pressed will appear in upper case; however, it will not affect the numeral and punctuation keys which will continue to produce lower case characters.

To generate the upper case character of a numeral key, such as an upper rail which is the upper case character of the numeral 6 key, press SHIFT and the numeral 6 key simultaneously.

CAPS LOCK is located on the lower left side of the keyboard next to SHIFT.

CTRL

The control key located to the left of the letter "a" key will generate control-level functions when used in combination with a number of other character keys. For instance, CTRL and the letter "e" key followed by CTRL and the letter "d" key will generate an execute command when connected to a bureau computer via the TELCOM program.

See TELCOM, page 30.

The control key is also used in conjunction with the up- and down-cursor keys.

See CURSOR KEYS, page 13.

GRPH

The graphics key is located to the left of the SPACE BAR.

When used in conjunction with various alphanumeric keys, it will produce graphic symbols which represent certain characters that AP staffers often need: open quote; TLI, TFI, mutts, nutts, thins and fractions.

To generate an open quote, press the GRPH key and the brackets key simultaneously two times. The brackets key is located to the left of the ENTER key.

To generate a TLI (tab line indicator or tape-feed) when using the AP.BA program, press the GRPH and the lower case "l" keys simultaneously. When using the TELCOM program, press GRPH and the numeral 1 key.

To generate a TFI (tab field indicator or vertical rule) when using the AP.BA program, press the GRPH and the lower case "f" keys simultaneously. When using the TELCOM program, press GRPH and the numeral 5 key.

To generate a mutt ("M" space) when using the TELCOM program only, press the GRPH and the comma keys simultaneously.

To generate a nutt ("N" space) when using the TELCOM program only, press the GRPH and the numeral 4 key simultaneously.

To generate a thin space when using the TELCOM program only, press the GRPH and the numeral 3 keys simultaneously.

To generate a ¼ fraction when using either AP.BA or TELCOM, press the GRPH and hyphen keys simultaneously.

To generate a ½ fraction when using either AP.BA or TELCOM, press the GRPH and numeral 9 keys simultaneously.

To generate a ¾ fraction when using either AP.BA or TELCOM, press the GRPH and numeral 0 keys simultaneously.

IMPORTANT: Any line of tabular material that has a TFI, must end with a symbol which is generated by simultaneously pressing the

GRPH key and the slash key. The slash key is located directly above the NUM key on the lower right side of the keyboard.

SPACE BAR

This key will generate one character space at a time.

It is also used to position the large cursor over a program or text file listed on the MENU. Once the cursor is directly over the desired item, press ENTER to open it.

See MENU, page 16.

CODE

The CODE key is located to the right of the SPACE BAR and will produce a number of foreign language characters when used in conjunction with various alphanumeric keys.

NUM

After it has been pressed and locked down, the NUM (numbers) key located to the right of the CODE key will cause the "7," "8," "9," "u," "i," "o," "j," "k," "l" and "m" keys to generate numerals from 0 to 9.

These keys are used in conjunction with the four-function calculator program which is available only in the M-200.

ESC

The ESC (escape) key is located to the left of the numeral 1 key. When pressed twice, the escape key will close a text file.

See MENU, page 16.

DEL/BKSP

The back erase key is located above the ENTER key.

It will delete one character at a time to the left of the cursor. When the key is held down, it will erase backwards continuously.

When used simultaneously with the SHIFT key, it will delete the character on which the cursor rests and one character at a time to the right of the cursor. If the two keys are held down, characters to the right of the cursor will be deleted continuously.

CURSOR KEYS

The directional cursor keys for the M-100 are located in a single row on the top right of the keyboard, whereas the M-200 has a "t" shaped cursor pad in the same location.

The left, right, up and down arrows below the M-100's keys, which are stenciled on the M-200's keys, indicate the direction the cursor will move when pressed.

When used simultaneously with the SHIFT key in a text file: the left-cursor key will move the cursor to the left one word at a time or continuously if held down; the right-cursor key will move the cursor to the right one word at a time or continuously if held down; the up-cursor key will move the cursor to the top of the screen; the down-cursor key will move the cursor to the bottom of the screen.

When used simultaneously with the CTRL key in a text file: the left-cursor key will move the cursor to beginning of the line; the right-cursor key will move the cursor to the end of the line; the up-cursor key will move the cursor to the beginning of text; and the down-cursor key will move the cursor to the end of text.

BREAK/PAUSE

This key is located at the top of the keyboard to the left of the cursor keys on the M-100 and immediately above the ESC (escape) key on the left side of the M-200 keyboard.

When pressed by itself it will cause a scrolling file or program to stop. When pressed again the scrolling will resume.

When pressed simultaneously with the SHIFT key, it will break a connection that has been established between the Tandy and another computer or stop a program that is running.

If the unit locks up and/or the cursor disappears from the screen, the SHIFT key and the BREAK/PAUSE key can be pressed simultaneously to free the machine and return the cursor to the screen.

See F7 MOUSE, page 25 and TELCOM, page 29.

PRINT

This key is located to the left of the BREAK/PAUSE key on the M-100 and above the numeral 2 key on the M-200.

The print function can be used only if the Tandy is connected to a compatible printer.

By pressing the PRINT key, the eight lines of text displayed on the screen will be sent to the printer.

To print an entire text file that is open on the screen, first press the PRINT and SHIFT keys simultaneously which will cause the computer to superimpose a print format on the screen. (The same thing can be achieved by pressing the CTRL and lower case "y" keys.) If the margin setting(s) displayed on the screen is suitable, press the ENTER key to print the file.

The M-100 will display a standard width setting of 80 characters at the bottom left of the screen. This can be changed by typing any two numbers to indicate the preferred setting.

The print format on the M-200 will appear at the center of the screen. It has these standard settings: width 80; left-margin 0; page size 66; lines per page 65; and top margin 0. As with the M-100, the settings can be changed to suit the purpose before printing the file.

LABEL

This key is located to the left of the PRINT key.

When pressed, it causes the names (or labels) of the function keys for the particular program in operation to be superimposed over the numbers 1 through 8 at the bottom of the screen. The numbers correspond to the F1 through F8 keys along the top row of the keyboard.

The labels can be made to disappear by pressing the LABEL key again.

See MENU'S "F" KEYS, page 16; TEXT MODE'S "F" KEYS, page 18; BASIC MODE'S "F" KEYS, page 22; AP.BA MODE'S "F" KEYS, page 23; ADDRSS MODE'S "F" KEYS, page 27; SCHEDL MODE'S "F" KEYS, page 28; and TELCOM, page 29.

PASTE

This key is located to the left of the LABEL key.

After a string of text in a file has been defined and subsequently cut or copied, it is stored in a temporary holding area of the computer's memory called PASTE. Once the cursor has been positioned at the point where the defined string of text is to be moved or copied, press the PASTE key to restore the text to the screen.

See F5 COPY and F6 CUT, page 19.

PROGRAM FUNCTION KEYS

There are eight program function keys, F1 through F8, at the top of the keyboard.

The functions of these keys change depending on the program in operation. Under "TANDY PROGRAMS AND THEIR FUNCTION KEYS" on page 16 is a list of the various modes and their relative "F" keys.

TANDY PROGRAMS AND THEIR FUNCTION KEYS

MENU

When the Tandy is turned on, note that a MENU of files is displayed on the LCD screen. Some of these are permanent programs, but text items that you create also will be listed on the MENU.

To open one of these files or programs, use the SPACE BAR or cursor keys to position the large black cursor over the file and press the ENTER key. To close the file, press the escape (ESC) key twice or press the F8 key which is RETURN TO MENU.

MENU'S "F" KEYS

The M-100 has no program functions listed on the MENU, but the M-200 has three function-key labels displayed at the bottom of the MENU screen. These labels appear over the numbers 1, 4 and 5 which correspond to the F1, F4 and F5 keys along the top row of the keyboard.

MENU	BANK			COPY	KILL			
PROGRAM	F1	F2	F3	F4	F5	F6	F7	F8

F1 BANK—Press this key to switch sequentially from one memory bank to the next. The M-200 has three banks, each of which will store over 3,000 words.

To determine which bank is currently displayed on the MENU, look for #1, #2 or #3 to the right of the date and time at the top of the screen.

F4 COPY—Use this key to copy a file from one memory bank to another. It is particularly useful when one memory bank is full and you want to continue working on a story without killing other files in the bank.

Position the large black cursor over the file to be copied, press F4 and the following prompt will appear at the bottom of the screen:

Destination bank:

Type the number of the destination bank, e.g., **1**, **2** or **3**. The file will be copied instantly to the designated bank and the prompt will disappear.

F5 KILL—Position the large black cursor over a file to be deleted, press F5 and the following prompt will appear at the bottom of the screen:

Are you sure? (Y/N)

Type "y" for yes and the file will disappear from the MENU. Type "n" for no to stop the process.

The following is a list of programs on the MENU with a description of the relative program functions ("F" keys) for each of these modes.

TEXT

Enter this program to create files. A prompt will appear at the top of the screen:

File to edit?

Respond by typing any alphanumeric combination to create a file name of up to six characters, but NEVER begin a file name with a numeral, as in this example: **1abc**.

When you have written in the new file name, this is what it should look like:

File to edit? v1234 (where v1234 is the name of the new file).

Press ENTER after typing in the name and a blank file will be created. Type the name of the file at the top and press ENTER to make a new line. Then, create a header with the proper priority, category, and format codes. Leave a space between the priority and category codes. Press ENTER for a new line, give the story a slug line preceded by an upper rail, press ENTER followed by TAB and start writing the story. This is how it should look:

v1234
r nbx
^BC-Slug
NEW YORK (AP) — This is a new file.

NEW YORK ONLY: When sending into the ATEX computer, two additional characters are needed at the end of the first and third lines. Following the name of the file on the first line, press the GRPH key (located to the left of the SPACE BAR) simultaneously with the slash key. That will generate an equals sign with a slash through it. At the end of the third line, press the GRPH key simultaneously with the equals key *which will generate a "plus or minus" character.*

To begin a paragraph, press the TAB key.

To generate an open quote, press the GRAPH key and the brackets key simultaneously two times. The brackets key is located to the left of the ENTER key.

To generate a close quote, press the apostrophe key twice.

To store the file, press the F8 key once or the ESC key twice. The MENU will return to the screen and the newly created file will be listed as it was named, but appended by ".do", indicating that it is a text file or "document."

NOTE: The Tandy displays file names on the MENU in upper-case characters, regardless of whether upper- or lower-case characters are used to name the file.

To re-enter the file, position the MENU cursor over the file and hit ENTER. To close the file, press the F8 key once or the ESC key twice.

TEXT MODE'S "F" KEYS

Press the LABEL key to display the corresponding program function level uses at the bottom of the screen. Press LABEL again to stop the display.

TEXT	**FIND**	**LOAD**	**SAVE**		**COPY**	**CUT**	**SEL**	**MENU**
PROGRAM	**F1**	**F2**	**F3**	**F4**	**F5**	**F6**	**F7**	**F8**

F1 FIND—Displays the word "String:" followed by a colon. The word or string of text being searched for is typed in immediately following the colon. Example:

String:Reagan

When ENTER is pressed the cursor will locate the first instance of the word or phrase being searched.

By pressing F1 and ENTER again, the cursor will locate the next occurrence of the word or phrase.

If the Tandy is unable to find the particular word or phrase, it will respond with "No match."

F2 LOAD—This key is used to retrieve text files from a Tandy Disk/Video Interface system, portable disk drive or cassette tape recorder.

See Step 2, page 36.

F3 SAVE—This key is used to store text files on a Tandy Disk/Video Interface system, portable disk drive or cassette tape recorder.

See Step 1, page 35.

F5 COPY—Read about F7 SEL first.

After a block of text has been defined using F7, press the F5 Copy key to save the defined text into PASTE which is a temporary holding area in the computer's memory. The text can then be recalled for insertion at another point in the file or into a separate file.

Press the PASTE key to unload what has been defined. On the M-100, the PASTE key is located directly above the numeral 7 key. On the M-200, it is above and slightly to the left of the numeral 1 key.

TO COPY AN ENTIRE FILE, position the cursor at the top of text. Press F7 and then press the control and down-cursor keys simultaneously. This will define the whole file in one top-to-bottom sweep.

After the entire text has changed into reverse-video type face, press F5 to save the defined text into the PASTE memory. The text area will then change back to regular type face.

Close the file, enter the TEXT program and name a new file. Once the new file is open on the screen, press the PASTE key to unload the contents of the old file into the new file. Go to the top of the file and change the name to correspond with its new name.

See PASTE, page 15.

F6 CUT—Read about F7 SEL first.

After an area of text has been defined using F7, press the F6 Cut key to delete the defined area from the file.

If necessary, the deleted material can be restored to the screen by pressing the PASTE key.

To erase all text from the point of the cursor to the end of text, press F7 and release. Then, press the control key and the down-cursor key simultaneously. When the area to be erased has changed into reverse-video type face, press F6 to cut.

To erase all text from the point of the cursor to the beginning of text, press F7 and release. Then, press the control key and the up-cursor key simultaneously. When the area to be erased has changed into reverse-video type face, press F6 to cut.

F7 SEL—This is the Selection or define key. To define an area of text, position the cursor at the beginning of the word or section to be defined. Then, press F7 and move the cursor through the area to be defined. The area the cursor has moved through will darken or change into the reverse-video type face.

After the area has been defined, press F5 to copy or F6 to cut.

It is not necessary to scroll through each line when defining an area of text to be copied or deleted. For example, to define a paragraph, position the cursor flush-left on the first line of the paragraph and move the cursor down line-by-line until the whole paragraph is defined.

F8 MENU—Press this key to exit the TEXT program or a text file and return to MENU. Sometimes you may have to press F8 twice before it returns to the MENU.

EDITING ENHANCEMENTS

Tandy portables equipped with the AP.BA ROM chip have three editing features in addition to the "F" keys listed above.

INSERT/OVERWRITE—With a file open on the screen, press the CTRL key and the letter "o" key simultaneously to go from insert to overwrite mode or visa versa.

Upon pressing CTRL-o, the Tandy will display a prompt at the bottom of the screen to indicate which mode has been entered.

The overwrite mode allows the user to type over exisiting characters whereas the insert mode makes it possible to type new characters into the text without deleting old ones.

WORD COUNT—With a file open on the screen, press the CTRL key and the letter "j" key simultaneously to get a word count from the point of the cursor to the beginning of the file.

The number of bytes and words in the file as well as the current paragraph position of the cursor will appear at the bottom of the screen. The location of the cursor is detemined by the number of carriage return symbols prior to the point of the cursor.

This function counts from the point of the cursor to the top of text, so to obtain a complete word count on a file, the cursor MUST be at the end of text.

NOTE: This word count function is more accurate than the F3 word count in the AP.BA program.

SEARCH AND REPLACE—With a file open on the screen, press the CTRL key and the letter "l" key simultaneously and the word "String:" followed by a colon will appear at the bottom of the screen. The word or string of text to be replaced is typed in immediately following the colon. Example:

String:Reagan

Press ENTER and the prompt "Sub as:" will appear. The substitute word or phrase is typed in immediately following the colon.

Example:

Sub as:Bush

Press ENTER and the prompt "Number,A)ll,C)onfirm,Q)uit:" will appear.

To replace every occurrence of the word or phrase in question, press "a" for all followed by ENTER.

To verify each substitution, press "c" for confirm followed by ENTER and the cursor will proceed to the first occurrence of the word or phrase in question and the prompt "Substitute? Y)es,N)o,Q)uit:" will appear. Type "y" for yes, the substitution will be made and the cursor will proceed to the next occurrence. Type "n" for no, the word or phrase will be left unchanged and the cursor will proceed to the next occurrence.

The search and replace function can be used to remove any or all occurrences of a word or phrase by pressing ENTER at the "Sub as:" prompt, thus causing the computer to substitute the text string in question with nothing. In this case, the portable will ask for confirmation that something is being deleted by displaying the prompt "Null string? Y)es,N)o". Type "y" for yes or "n" for no.

To cancel the operation at any point, type "q" for quit.

BASIC

Enter the BASIC operating system to kill or rename files.

To delete a file, write KILL followed by the file to be deleted and press ENTER. Example:

KILL"file.do (Where "file" is the name of the item to be killed)

Note that the file to be killed is appended by .do and preceded by the quote mark which is generated by simultaneously pressing the SHIFT key and the apostrophe key.

To rename a file, write NAME followed by the old name and the new name and then press ENTER. Example:

NAME "old.do" as "new.do" (Where "old" and "new" are the file names)

Note that both the old and new file names are appended by **.do** and enclosed by quote marks.

BASIC MODE'S "F" KEYS

Press the LABEL key to display the corresponding program function level uses at the bottom of the screen. Press LABEL again to stop the display.

BASIC	**FILES**	**LOAD**	**SAVE**	**RUN**	**LIST**			**MENU**
PROGRAM	**F1**	**F2**	**F3**	**F4**	**F5**	**F6**	**F7**	**F8**

F1 FILES—Press this key to get a directory of text files and basic programs stored in the computer without returning to the MENU.
Since it displays everything in the computer's nonpermanent memory, it is helpful when killing a number of files at a time.

F2 LOAD—This key is used to store and retrieve programs from a Tandy Disk/Video Interface system, portable disk drive or cassette tape recorder.
See Step 1, page 37; and Step 1, page 38.

F3 SAVE—This key is used to store and retrieve programs from a Tandy Disk/Video Interface system, portable disk drive or cassette tape recorder.
See Step 2, page 37; and Step 2, page 38.

F4 RUN—This key is used to execute BASIC programs that have been loaded into the computer's memory. The function is seldom used by AP staffers.

F5 LIST—This key is used by programmers to review BASIC program code as it is being written.

F8 MENU—Press this key to exit the BASIC mode and return to MENU.

AP.BA

This BASIC program allows the Tandy to communicate with an AP bureau computer once the modem cable or acoustic coupler has been attached.

If you are using an M-100 that has the AP communications program on a ROM chip, type the special code name you were given by your bureau chief, followed by .AP and press ENTER. The name you type will appear to the right of the "Select:" prompt at the bottom of the MENU screen.

If you are using an M-100 that does not have the AP ROM chip, position the big black cursor over AP.BA which appears on the MENU and press ENTER.

If you are using an M-200 that has the AP ROM chip, position the big black cursor over AP.BA which appears on the MENU and press ENTER. When a question mark appears, type the special code name you were given by your bureau chief and press ENTER.

See APPENDIX III on page 41 for instructions on the installation of the AP.BA ROM chip.

Regardless of the method used to enter the AP.BA program, a title page will appear on the screen with the AP logo and the following information:

Memory Remaining
xxxxx words (where the x's indicate the available storage space)
The Associated Press
Portable terminal
Select a FUNCTION key to continue

A FUNCTION key must be selected to go beyond this point.

AP.BA MODE'S "F" KEYS

MOUSE	EXEC	CLOS	WORD	KILL	CLS	DIR	MOUSE	MENU
PROGRAM	F1	F2	F3	F4	F5	F6	F7	F8

F1 EXECUTE—Once a connection has been made with a bureau computer using F7, use F1 to EXECUTE any commands to the host computer such as building directories or opening files. Examples:

d:a????;reagan (on a Mouse) or
d a????(reagan) (on a SuperMouse).

o:a0123 (on a Mouse) or
o a0123 (on a SuperMouse).

Just as with other AP computer terminals, after a screen full of directory information has displayed on the screen and the prompt "MORE?" appears, press F1 to get another screen full of directory.

When the open command has been executed, the Tandy responds with:

STORING: a0123 (where a0123 is the name of the file being opened)

Once the story has been loaded into the Tandy's memory, the computer will beep once and display this message:

DONE

The file that you have retrieved from the bureau computer will be listed on the MENU appended by .do, e.g., **a0123.do**; however, the file cannot be read until you disconnect from the bureau computer.

If your Tandy is connected to an Okidata printer and you want the bureau computer's response to print instead of display on the screen, precede the command with "p" as in the following examples:

pd:a???? or
po:a0123

If you open a file from the Mouse using the "p" option, the story will print out, but it will not store in the Tandy.

To LOOK at a file in a bureau computer without storing it in the Tandy, precede the open command with a "v" as in the following example:

vo:a0123

This will display the story on the Tandy's screen as it comes in from the bureau computer, but it will not store in the portable's memory.

NOTE: Before a file can be opened from a regular Mouse computer, it may be necessary to issue a "full" command so that the bureau computer will give the Tandy a complete version of the story being retrieved.

Sometimes if this command is not issued, the Mouse will send the portable a truncated version of the story.

Once you determine that you have received a truncated version of the story you wish to read, type "full" (without the quote marks) beneath the text on the screen and press F1 to EXECUTE.

This step is not necessary when retrieving files from a SuperMouse.

F2 CLOSE FILE—Use this key to close or send a file into a bureau computer after a connection has been established using F7.

Write the name of the file on the screen and press F2. The Tandy will display the file on the screen and start scrolling through it.

When the scrolling stops and the file has been stored in the bureau computer, the following message will appear at the bottom of the portable's screen:

File stored as: x0123 (Where x0123 is the name the bureau computer has given the file).

F3 WORD COUNT—Use this key to obtain a word count on a file. When pressed the following prompt will display on the screen:

WORD COUNT
File Name <ENTER>

Write in the file name and press ENTER. The Tandy will indicate the number of words contained in the file and the length of time it will take to transmit it.

NOTE: This word count function is not as accurate as the CTRL-j feature available on the AP.BA ROM chip.

F4 KILL FILE—Use this key to delete a file. When pressed, the following prompt will appear on the screen.

KILL terminal file <ENTER>

Write in the file name and press ENTER. The Tandy will respond with "File xyz.do killed" (where "xyz" represents the designated file).

F5 CLEAR SCREEN—Press this key to clear the portable's screen.

F6 DIRECTORY—Press this key to get a list or directory of the files stored in the Tandy, not in the bureau computer.

If the portable is connected to a Disk/Video Interface system, this key will also provide a directory of the files stored on the disk that is in the drive.

F7 MOUSE—Press this key to connect with a bureau computer. The following prompt will display on the screen:

If there's a problem connecting,
<SHIFT>—<BREAK> then <MENU> to resume.
<m>anual or <a>uto dialing?

If the program locks up and will not respond to commands or if for some reason you decide not to send your story, press the BREAK and SHIFT keys simultaneously and start again.

When the modem cable is used you may choose "m" or "a". When the acoustic coupler is used, type "m".

Type "m" and the Tandy will respond with:

<ENTER> when ready to connect.

Before manually dialing the number, slip the acoustic coupler marked "MOUTHPIECE" over the mouthpiece of the telephone receiver.

After the bureau computer has answered with the continuous, high-pitched "modem" sound, slip the acoustic coupler marked "EARPIECE" over the earpiece of the telephone receiver and press the ENTER key to continue with the operation.

Do the aforementioned in a lively fashion so as not to lose the modem signal.

Once you hear the modem sound and you have pressed the ENTER key to continue the operation, you will hear three high-pitched "beep" sounds and after the Tandy has made contact with the bureau computer, it will display:

MOUSE LINK

At this point, the portable is connected with the bureau computer, so it is possible to send and retrieve files just like any other bureau terminal.

If you are using the direct connect modem cable and opt to type "a" for auto-dialing, the portable will respond with:

1-local, 2-LD, 3-LD w/AreaCode:

After pressing one of the above numbers, the Tandy will automatically dial your bureau computer.

Press the numeral 1 key if it is a local phone call. That is, if there are only seven digits in the phone number.

Press the numeral 2 key if it is a long distance call, but within the same area code. That is, if the number 1 must be dialed before the local number.

Press the numeral 3 key if it is a long distance call. This option will dial the number 1, then the area code followed by the phone number.

After one of the above numbers is pressed, the Tandy will dial the bureau computer. You will hear three high-pitched "beep" sounds as the portable establishes a link with the bureau computer. After it has done so, it will display:

MOUSE LINK

At this point, the Tandy is connected with the bureau computer, so it is possible to send and retrieve files just like any other bureau terminal.

IMPORTANT: When using the auto-dialing feature, leave the phone handset off the hook until MOUSE LINK has been established.

F8 MENU—Press this key once to return to the title page of the AP.BA program from any of the functions or twice to exit to the MENU.

WARNING: NEVER turn off the Tandy when in the AP.BA program. ALWAYS return to the main MENU before turning off the computer.

ADDRSS

This program can be used to locate phone numbers, but, for security reasons, it should never be used in conjunction with a bureau computer.

ADDRSS looks in the text file "ADRS.DO" to locate requested phone numbers. Before using ADDRSS, enter TEXT, type ADRS and then press ENTER.

Make a list of phone numbers that you would like to have on hand, beginning each entry with some sort of identifier such as a name or abbreviation. For instance, you might have numbers for "police" or "fire."

Separate the entries by pressing ENTER at the end of the line.

After you have entered the ADDRSS program, press F1 or type "find" followed by the phone number that you are searching for.

ADDRSS MODE'S "F" KEYS

Press the LABEL key to display the corresponding program function level uses at the bottom of the screen. Press LABEL again to stop the display.

ADDRSS	FIND				LFND			MENU
PROGRAM	**F1**	**F2**	**F3**	**F4**	**F5**	**F6**	**F7**	**F8**

F1 FIND—To locate a phone number in ADRS.DO: enter the ADDRSS program, press F1, type in the appropriate identifier and then press ENTER. Example:

Adrs:Find police

F5 LFND—This works the same as F1, but sends the requested information to a printer if one is connected to the portable.

F8 MENU—Press this key to exit the ADDRSS program and return to MENU.

SCHEDL

Use the SCHEDL program to see what's ahead on your calendar of events.

SCHEDL looks in the text file "NOTE.DO" to locate the specifics that have been asked for. Before using SCHEDL, enter TEXT, type NOTE and then press ENTER.

Make a list of pending events that you would like to refer to. Separate the entries by pressing ENTER at the end of each item.

After you have entered the SCHEDL program, press F1 or type "find" followed by the date, time, word or phrase that you are searching for.

SCHEDL MODE'S "F" KEYS

Press the LABEL key to display the corresponding program function level uses at the bottom of the screen. Press LABEL again to stop the display.

SCHEDL	**FIND**				**LFND**			**MENU**
PROGRAM	**F1**	**F2**	**F3**	**F4**	**F5**	**F6**	**F7**	**F8**

F1 FIND—To locate a specific entry in NOTE.DO: enter the SCHEDL program, press F1, type in an identifier such as a date, time, or name and press ENTER. Example:

Adrs:Find 6/25

F5 LFND—This works the same as F1, but sends the requested information to a printer if one is connected to the portable.

F8 MENU—Press this key to exit the SCHEDL program and return to MENU.

MSPLAN

Multiplan is an M-200 financial spreadsheet program which is not used by AP staffers in the normal course of their work.

APPENDIX I: USING TELCOM TO CONNECT WITH A BUREAU COMPUTER

A special "header" and "footer" must be used at the top and bottom of all copy sent via the TELCOM program. Certain symbols used in the "header" and "footer" are generated by pressing the GRPH key in conjunction with other keys.

The first line of a file must begin with a start-of-header symbol which is GRPH-m, followed immediately by a file name and end with a GRPH-slash.

The second line must have the standard priority, category and format codes, i.e., **r(space)nbx**.

The third line must begin with a start-of-text symbol which is GRPH-f, followed by an upper rail and a standard keyword line and end with a quad-left.

NEW YORK ONLY: If the file is being sent into the ATEX computer, the third line must end with a GRPH-equals symbol rather than a quad-left.

The last line in text must have an end-of-text symbol which is GRPH-x.

SENDING A FILE

Step 1—After formatting the file to be sent as indicated above, enter the TELCOM program.

Step 2—After entering the TELCOM program, check to make sure that the number above the word "Telcom:" is "M7I2D" for the M-100 or "M7I2DNN" for the M-200. If it is NOT, type "stat M7I2D" or "stat M7I2DNN" (without the quotes) and then press the ENTER key.

Step 3—Dial the bureau computer phone number.

Step 4—When you hear the high-pitched modem signal, attach the acoustic coupler to the phone in the normal fashion and then press the F4 key.

NOTE: If you are using the direct-connect modem cable, be sure that the switch marked DIR/ACP on the leftside of the portable is positioned on DIR.

Step 5—When the F4 key is pressed, the Tandy will "beep" once to indicate that it has locked onto the modem signal. Immediately following the "beep", the function key lables at the bottom of the screen will change. When that happens, continue.

NOTE: If there is a problem connecting, press the SHIFT key and the BREAK/PAUSE key simultaneously. Then, press the F8 key to return to the MENU and start over.

Step 6—Press the F3 key and the Tandy will respond with:

File to Upload?

Step 7—Type in the name of the file you are sending and press the ENTER key. The Tandy will respond with:

Width:

Step 8—Type 80 and press the ENTER key.

Step 9—The word "Up" — which is at the bottom of the screen — will change into reverse video typeface, i.e., darken, to indicate that the file is being transmitted.

When the word "Up" changes back to normal typeface, the file has been sent.

NOTE: Most, but not all, bureau computers will respond with a "FILE STORED AS:" message.

Step 10—To disconnect, press the F8 key. The Tandy will respond with:

Disconnect?

Type "y" for yes and press the ENTER key.

Press the F8 key once again to return to the MENU.

RETRIEVING A FILE

Perform Steps 1 through 5 above to establish a connection with the bureau computer.

Use standard bureau computer command syntax to build directories or open files, but begin the command with CTRL-e and end the command with CTRL-d to execute the function.

Here are some examples:

(CTRL-e)**d:a????**(CTRL-d)
(CTRL-e)**o:a0123**(CTRL-d)

You will not see the control (CTRL) characters on the screen.

Characters from the directory or file will scroll across the screen, but will not be captured in the portable's memory.

To terminate a directory, press CTRL-e followed immediately by CTRL-d.

To save a bureau computer file in the portable's memory, do the following:

Step 1—Press the F2 key and the Tandy will respond with:

File to Download?

Step 2—Type in a file name and press the ENTER key.

Step 3—The word "Down"—which is a at the bottom of the screen—will change into reverse video typeface, i.e., darken, to indicate that the Tandy is ready to capture a file.

Step 4—Issue the open command to the bureau computer for the file in question. Remember to begin the command with CTRL-e and end it with CTRL-d.

Step 5—You will see the file scroll across the portable's screen. After the cursor gets to the end of the story and comes to a stop, press the F2 key. The word "Down" will return to normal typeface indicating that the Tandy is out of the capture mode.

Repeat the process to "download" another story or perform Step 10 on page 30 to disconnect.

APPENDIX II
M-100 DISK/VIDEO SYSTEM

Some correspondencies have been provided with a disk drive and video monitor to be used with the M-100. This appendix is intended as a supplemental guide to the installation and operation of the Disk/Video Interface (DVI) system. It is to be used in conjunction with the TRS-80 DISK/VIDEO INTERFACE manual that came with the equipment.

IMPORTANT: The M-100 that the AP uses to connect with the DVI system differs from the factory model in one important respect: it has been outfitted with a rectangular connector at the rear of the terminal which makes it much easier to connect with the disk drive. Because of this difference, please disregard the installation instructions on Page 9 of the manufacturer's manual.

INSTALLATION

Step 1—Connect the M-100 to the disk drive using the flat cable that came with the system. The disk drive socket is located underneath the cabinet on the same side as the power light.

Make sure that the cable is firmly seated at both points, but never force a connection. Loose or damaged connectors can interrupt the flow of data between the terminal and the disk drive.

Step 2—Connect the disk drive to the video monitor using the cable provided. Insert one end of the cable into the round socket labeled "TO MONITOR" on the back of the disk drive and the other into the back of the monitor.

Step 3—Plug the AC adapter for the M-100 and the power cords for the disk drive and video monitor into a standard wall socket.

STARTING UP

After having connected all cables according to the instructions above, turn on the power to each of the three system components in the following order:

Step 1—Turn on the M-100.

Step 2—Turn on the video monitor.

Step 3—Turn on the disk drive. The video monitor will display:

Please Wait!

After a moment the video monitor will display:

Insert system diskette.

Step 4—Insert the diskette into the disk drive slot so that the label side is up and the "write protect" notch is on the left. Then, turn the locking arm down in a clockwise direction.

WARNING: Handle diskettes by the end displaying the label. NEVER touch the exposed magnetic surfaces.

The video monitor will display:

Now getting ready . . . .

After a moment the video monitor will display the following copyright information:

COPR. 1983, MICROSOFT CORP.
ALL RIGHTS RESERVED
LICENSED TO TANDY CORPORATION
VERSION 01.00.00

LOADING THE DISK-BASIC PROGRAM INTO THE M-100

When the terminal is used with the DVI, it is necessary to "initialize" the system, i.e., initiate a "handshake" between the components. The manufacturer refers to this transfer of information between machines as "loading the Disk-BASIC program" into the M-100. It is done to introduce programming into the M-100 from the disk drive which will facilitate their interaction.

The "handshake" is performed from the AP.BA program. Also, when disconnecting the M-100 from the system to take it out of the office, AP.BA is used to jettison the DVI programming from the M-100 and thereby reclaim significant storage space in the computer's memory.

After completing the steps in the previous section, do the following:

Step 1—Move the cursor to AP.BA on the MENU and press the ENTER key. After the AP logo is displayed, simultaneously press the GRAPH, SHIFT and letter "d" keys. The prompt below will appear at the bottom of the M-100 screen.

<l>oad, <e>rase disk program; <n>either

Step 2—Press the lowercase letter "l" key.

The disk drive will emit a "whirring" sound for seven seconds as it loads the Disk/BASIC program into the M-100 and then the main MENU will return to the screen.

Step 3—After loading the Disk-BASIC program, enter and then exit the AP.BA program.

This procedure will switch the display from the M-100 screen to the video monitor as well as reset all of the "F" key labels to their normal functions.

NOTE: THE MAIN MENU IS DISPLAYED ON THE M-100 SCREEN, NEVER ON THE VIDEO MONITOR.

Step 4—Choose a program according to the task at hand and go to work!

There are no changes in the way a file is created, edited or transmitted, except that the file is displayed on the video monitor.

WARM START/COLD START

IF YOUR M-100 DOES NOT HAVE THE AP.BA PROGRAM, it will be necessary to perform a "warm start" to load the Disk-BASIC program from the disk drive. After completing the steps under STARTING UP, follow the instructions below.

Step 1—Move the cursor to BASIC on the MENU and press the ENTER key. Then, type:

```
10 CALL 27862
```

Step 2—Press the ENTER key and the cursor will move to the next line. Then, type:

```
RUN
```

Step 3—Press the ENTER key again and the disk drive will emit a "whirring" sound for seven seconds as it loads the Disk/BASIC program into the M-100. The main MENU will then return to the screen.

IMPORTANT: If you do not hear the "whirring" sound for a solid seven seconds, the system did not "initialize" and it will be necessary to perform a "cold start."

WARNING: Be advised that when you do a "cold start," all the AP programs and text files stored in the M-100 will be erased!

For a "cold start," please do the following:

Press and hold the CTRL key together with the BREAK/PAUSE key and the RESET button, in that order. (The RESET button is recessed at the right-rear of the machine.)

After at least five seconds, release the RESET button while continuing to hold down the CTRL and BREAK/PAUSE keys. When the MENU reappears on the M-100 screen, release the keys.

Step 4—After either a "warm start" or a "cold start", enter BASIC and type the following command:

```
screen 1,1
```

Step 5—Press ENTER and the display will switch from the M-100 screen to the video monitor.

NOTE: THE MAIN MENU IS DISPLAYED ON THE M-100 SCREEN, NEVER ON THE VIDEO MONITOR.

If you want an 80-column character display, type the following command while in BASIC:

width 80 (press ENTER)

To return to a 40-column character display, type the following command while in BASIC:

width 40 (press ENTER)

Step 6—Press the F8 key to return to the MENU, choose a program according to the task at hand and go to work!

There are no changes in the way a file is created, edited or transmitted, except that the file is displayed on the video monitor.

To load a copy of AP.BA off the diskette, see page 37.

STORING TEXT FILES ON THE DISKETTE

You must be in the TEXT editing program to "save" a file to the diskette.

It is essential to keep in mind that, as far as the M-100 is concerned, the disk drive is known as device 0 (zero). Usually, a command involving a diskette file is preceded by 0:, as you will see in the following example.

Step 1—With a file open on the screen, press the F3 key. The following prompt will appear at the bottom of the screen:

Save to:

Type in a **0**: followed by a file name of up to six characters. Be sure that the file name begins with an alphabetic character. Then press ENTER.

Save to:0:abc01 (ENTER)

The disk drive will whir and the red light on the left side of the drive will turn on. At this point, the file is stored on both the terminal and the diskette.

If so desired, the terminal file can now be killed out of AP.BA or BASIC in the normal manner.

While is not necessary to use the same file name for the diskette and terminal versions, keeping the name the same is simpler and easier to remember.

WARNING: If, in storing a text file or a program, a file name is used that matches the name of a file already on the diskette, the old file will be erased.

For a number reasons, NEVER SAVE A FILE TO THE DISKETTE THAT HAS THE SAME NAME AS A FILE ALREADY ON THE DISKETTE.

Step 2—To find out what's stored on the diskette, i.e., list files, enter BASIC and type:

lfiles

A list of the text files and basic programs stored on the diskette will be displayed.

RETRIEVING TEXT FILES FROM THE DISKETTE

Step 1—Enter the TEXT editing program and create a file for the copy you are going to "load" from the diskette.

If you want to bring the contents of a file on the diskette into an existing file in the terminal, open the M-100 file and position the cursor at the point where you want the diskette file to be introduced.

Step 2—With a file open on the screen, press the F2 key. The following prompt will appear at the bottom of the screen:

Load from:

Type in a **0**: followed by the name of the file to be retrieved from the diskette. Then press ENTER.

Load from:0:def01 (ENTER)

The disk drive will whir, the red light on the left side of the drive will turn on and the file will appear on the video monitor.

When F8 is subsequently pressed to close the file, it will be stored in the M-100.

Again, it is a good idea to use the same names for both the diskette and terminal versions of a file.

Step 3—If so desired, the diskette file can now be killed by entering BASIC and typing:

kill"0:def01 (press ENTER)

STORING BASIC PROGRAMS ON THE DISKETTE

You must be in BASIC to "save" a program to the diskette.

AP.BA is used in the following example. The procedure is identical for "saving" any basic program to the diskette, except that, of course, you would replace AP.BA with the name of the program you are storing.

Step 1—Enter BASIC and type:

load"AP.BA (press ENTER)

Step 2—After the program has been loaded and the M-100 responds with "OK," type:

save"0:AP.BA (press ENTER)

The disk drive will whir and the red light on the left side of the drive will turn on. At this point, the file is stored on both the terminal and the diskette.

Remember to use the same names for both the diskette and terminal versions of a program.

RETRIEVING BASIC PROGRAMS FROM THE DISKETTE

A copy of the AP.BA program is on the diskette you were issued. To "load" AP.BA or any other program from the diskette into the M-100, follow the instructions below.

Again, in the example used, AP.BA would be replaced by the name of the program you are retrieving from the diskette.

Step 1—Enter BASIC and type:

load“0:AP.BA (press ENTER)

The disk drive will whir and the red light on the left side of the drive will turn on.

Step 2—After the program has loaded from the diskette and the M-100 responds with “OK,” type:

save“AP.BA (press ENTER)

When you press F8 to return to the MENU, you will see the new program listed along with the other text files and programs.

USING AP.BA WITH THE DISK DRIVE

The following is a list of additional commands available when using the AP.BA program with the Disk/Video Interface system.

To OPEN a file from the bureau computer and store it on the diskette after MOUSE LINK has been established, type 0: at the beginning of the file name and press F1.

o:0:file (press F1)

To LOOK at a bureau computer file without storing it in the M-100 or on diskette, precede the open command with a “v” as in the following example:

vo:file (press F1)

This will display the story on the video monitor, but it will not store in either the terminal or on the diskette.

To SEND a diskette file into the bureau computer after MOUSE LINK has been established, type **0**: at the beginning of the file name and press F2.

0:file (press F2)

To obtain a WORD COUNT on a diskette file, press F3, type 0: at the beginning of the file name and then press ENTER. This is what it should look like:

File Name <ENTER>: 0:file

To KILL a diskette file, press F4, type 0: at the beginning of the file name and then press ENTER. This is what it will look like:

KILL terminal file <ENTER>: 0:file

To get a DIRECTORY of files stored on the diskette as well as in the M-100, press F6.

Note that at the bottom of the diskette directory there is a figure indicating how many characters of storage space are available. Simply divide the figure by six and add three zeros to determine how many words can be stored. Example:

156 K AVAILABLE

The figure above represents a potential storage capacity of 26,000 words.

POWERING DOWN

If you are going to disconnect the M-100 from the DVI system, first enter the AP.BA program. When the AP logo is displayed, simultaneously press the GRAPH, SHIFT and letter "d" keys. The prompt below will appear at the bottom of the video monitor.

<l>oad, <e>rase disc program; <n>either

Press the lowercase letter "e" key and the Disk-BASIC program will be erased from the M-100, thereby reclaiming significant storage space in the computer's memory.

IMPORTANT: After erasing the Disk-BASIC program, exit the AP.BA program and then enter it again. This procedure will reset all of the "F" key labels to their normal functions.

IF YOU ARE NOT GOING TO DISCONNECT THE M-100, simply return to the main MENU. Then turn off the power to each of the three system components as follows:

Step 1—Press F8 to return to the MENU and turn off the M-100.
Step 2—Unlock the disk drive, remove the diskette and turn off the disk drive system.
Step 3—Turn off the video monitor.

WARNING: NEVER turn off the disk drive without first removing the diskette. ALWAYS return to the main MENU before turning off the M-100.

If you are disconnecting the M-100 from the DVI system, continue with the following step:

Step 4—Unplug the plastic connector located at the end of the flat cable from the pin connector at the rear of the M-100.

APPENDIX III
INSTALLING OR RESTARTING THE AP.BA ROM CHIP

If you are installing or reinstalling an AP.BA ROM chip, follow the instructions below.

If you are restarting a ROM chip that has stopped working, please skip to Step 5.

Step 1—With the portable computer situated directly in front of you, turn it over so that the Tandy serial-number plate on the underside of the computer case is right-side up.

Step 2—Remove the ROM compartment cover by inserting a screwdriver or coin in the opening and gently removing the cover.

The ROM compartment is located on the underside of the case directly beneath the Tandy serial-number plate on the M-100, to the right of the serial number plate on the M-102, and below and to the right of the serial number plate on the M-200.

Step 3—Position the ROM chip in the empty "cradle" so that the manufacturer's label appears right-side up.

Step 4—Once you are satisfied that the ROM is seated squarely on top of the "cradle," put your thumbs on the flanges to either side of the chip and press down gently but firmly until the ROM snaps into place, all the way into the "cradle." Replace the cover.

Step 5—Enter BASIC and type:

CALL 63012 (on the M-100 or)
CALL 61167,2 (on the M-200)

Step 6—Press the ENTER key and the MENU will return to the screen.

Step 7—On the M-100, type the special code name that you were given by your bureau chief followed by .AP and press the ENTER key. The name that is typed will appear on the Select line at the bottom of the screen.

On the M-200, enter AP.BA and you will be prompted with a question mark. Type the special code name next to the "?" and press the ENTER key.

The following prompt will appear on the screen:

Enter bureau local phone #:

Step 8—Type in the bureau's dialup port number WITHOUT hyphens and press the ENTER key. The Tandy will then display:

Enter bureau area code:

Step 9—Type in the area code for the bureau's dialup port and press the ENTER key. The Tandy screen will then display the AP logo.

Select a function as you normally would or press F8 to return to the MENU.

NOTE: Hereafter when you enter the program, the AP logo will display.

APPENDIX IV
TROUBLESHOOTING

The following is a check list for troubleshooting the Tandy portables, their peripheral devices and programs.

TROUBLE WITH THE COMPUTER

PROBLEM: The screen is blank and the computer will not respond to commands, but the ON/OFF switch is in the ON position.

SOLUTION: There has been 10 minutes of inactivity and the machine has turned itself off. To turn the M-100 back on, move the ON/OFF switch to OFF, then back to ON. To turn the M-200 back on, press the power button.

PROBLEM: The ON/OFF switch is in the ON position, but the computer screen is completely blank. The machine has been exposed to direct sunlight for a long period of time.

SOLUTION: Only the screen is affected, there is no loss of memory. Turn off the computer for 20 minutes and then turn it on again.

PROBLEM: The cursor is positioned over a program on the MENU, but nothing happens when ENTER is pressed.

SOLUTION: Press the SHIFT key and the BREAK/PAUSE key simultaneously to free the cursor. The batteries may need to be replaced.

TROUBLE WITH THE ACOUSTIC COUPLER OR THE DIRECT-CONNECT MODEM CABLE

PROBLEM: The acoustic coupler or the modem cable has been attached properly, but the portable will not connect with a bureau computer.

SOLUTION: Make sure the "DIR/ACP" switch on the left side of the portable is positioned on "DIR" for the modem cable or "ACP" for the acoustic coupler. Also, make sure that the "ANS/ORIG" switch on the left side of the M-100 is positioned on "ORIG."

PROBLEM: All of the switches are in the proper positions, but the portable will not connect with a bureau computer.

SOLUTION: The acoustic couplers or the modem cable may be broken. Call your bureau chief or the systems editor.

PROBLEM: The cursor jumps about erratically on the screen once a connection has been made with a bureau computer.

SOLUTION: The phone line might be noisy, so try calling from another phone. If the problem persists, the acoustic coupler or the modem cable may be broken. Call your bureau chief or the systems editor.

PROBLEM: The computer does not get to "MOUSE LINK" when using the auto-dial feature of the direct-connect modem cable.

SOLUTION: When using the auto-dialing feature, leave the phone handset off the hook until MOUSE LINK has been established.

TROUBLE WITH THE DISK/VIDEO INTERFACE SYSTEM

PROBLEM: After connecting all components to the DVI system, the computer screen is blank except for the date at the top and the word "Select" at the bottom.

SOLUTION: The Disk-BASIC program was not jettisoned before the portable was disconnected from the DVI for use in the field. Press the RESET button once to return the entire MENU to the screen.

PROBLEM: The Disk-BASIC program will not load into the M-100 from the disk drive.

SOLUTION: The system may have been turned on out of sequence or one of the DVI cable connections may be loose. Turn off all of the components, check both of the cable connections and then start again. If the problem persists, it may be necessary to "initialize" the system.

See APPENDIX II, page 33.

TROUBLE WITH PROGRAMS

PROBLEM: The computer responds with an "FF Error" or an "SN Error" when trying to kill or copy a file in the BASIC program.

SOLUTION: The name of the file has not been appended by ".do" or does not exist or the command has been incorrectly written.

PROBLEM: After pressing F8 to exit the BASIC program, the computer displays the word "Run" and will not return to the main MENU.

SOLUTION: The label for the F8 key has been altered. Type "MENU" (without the quotes) and press the ENTER key. Having returned to the MENU, enter AP.BA and then press F8 to return to the MENU again. This procedure will fix the F8 key label.

PROBLEM: Upon entering the AP.BA program, the computer responds with "OM Error."

SOLUTION: The computer is out of sufficient memory to operate the AP.BA program which requires at least 1,000 bytes. Kill unneeded files and try again.

PROBLEM: Upon entering the AP.BA program, the computer responds with a "beep" and returns to the MENU.

SOLUTION: The AP.BA ROM chip has probably deactivated due to insufficient power. Replace the batteries and restart the ROM chip. See APPENDIX III, page 41.

PROBLEM: When the letter "m" is pressed for manual dial in the AP.BA program, there is no response.

SOLUTION: The NUM (numbers) key to the right of the SPACE BAR has been locked in position. Press the key once to release it and try again.

PROBLEM: When an upper case "M" or "A" is pressed for manual or auto-dial in the AP.BA program, there is no response.

SOLUTION: Use lower case "m" or "a".

PROBLEM: The portable responds with "ERROR ON FILE ACCESS" when trying to send a file to a bureau computer from the AP.BA program.

SOLUTION: The name of the file may have been incorrectly written. Or the file may have a bad header, i.e., the name of the story at the top of the header may not match the real name of the file. After determining that neither of the aforementioned is the problem, press the ENTER key for a new line and try again.

PROBLEM: Upon entering the AP.BA program, the computer responds with "OM Error."

SOLUTION: The computer is out of sufficient memory to operate the AP.BA program which requires at least 1,000 bytes. Kill unneeded files and try again.

PROBLEM: Upon entering the AP.BA program, the computer responds with a "beep" and returns to the MENU.

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